

Section: Business/Non-Instructional Operations

Subject: Payroll Procedures and Authorized Signatures

P3326.1

**Board Policy
Milford Public Schools
Milford, CT**

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll supervisor shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. It is the individual employee's responsibility to verify that voluntary deductions are deducted in the agreed upon amount. These deductions are made at the direction of the employee and no liability for same shall accrue to the Board.

Each payroll and other orders for the payment of expenses by the city treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes
10-248 Payment of school expenses

Board Policy Approved: May 9, 1995
Policy Revision Approved: June 3, 2019